



Durham Housing Authority

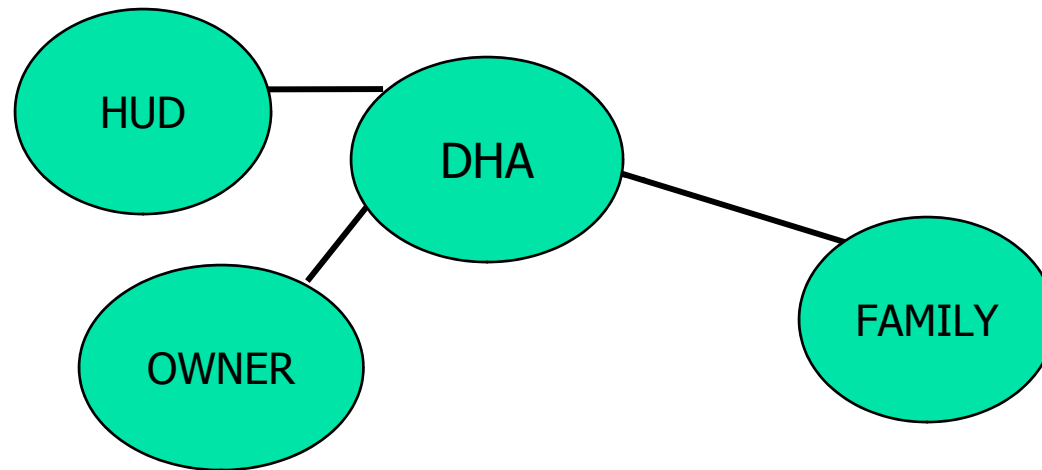
Housing Choice Voucher Program

"Opening the Finest Doors in Durham"





3 Way Partnership Plus One



- DHA has a contractual agreement with the Family.
- The Family has contractual agreement with the owner.
- The Owner has a contractual agreement with the DHA.
- HUD provides funding through an Annual Contributions Contract to the DHA.



Roles & Responsibilities-DHA





Roles & Responsibilities-DHA

- Explain & disseminate information about program guidelines.
- Receive & review applications from eligible families & conduct annual recertifications to determine continued eligibility & rental subsidies.
- Issue Housing Choice Vouchers



Roles & Responsibilities-DHA cont'd...

- Inspect & certify that the unit selected by the family meets Federal Housing Quality Standards (HQS) & approve unit for assistance.
- Determine and pay Housing Assistance Payment (HAP) to the Owner/Agent on behalf of the family.



Roles & Responsibilities-DHA cont'd...

- Monitor program performance and compliance with Federal, State and local laws.
- Seek expanded opportunities for assisted families to locate housing outside areas of poverty concentration.

Role & Responsibilities-Owner





Role & Responsibilities-Owner

- Select family & lease unit.
- Execute lease agreement & attach lease addendum.
- Comply with lease agreement & lease addendum requirements.
- Enforce lease and addendum.
- Execute HAP Contract with DHA.

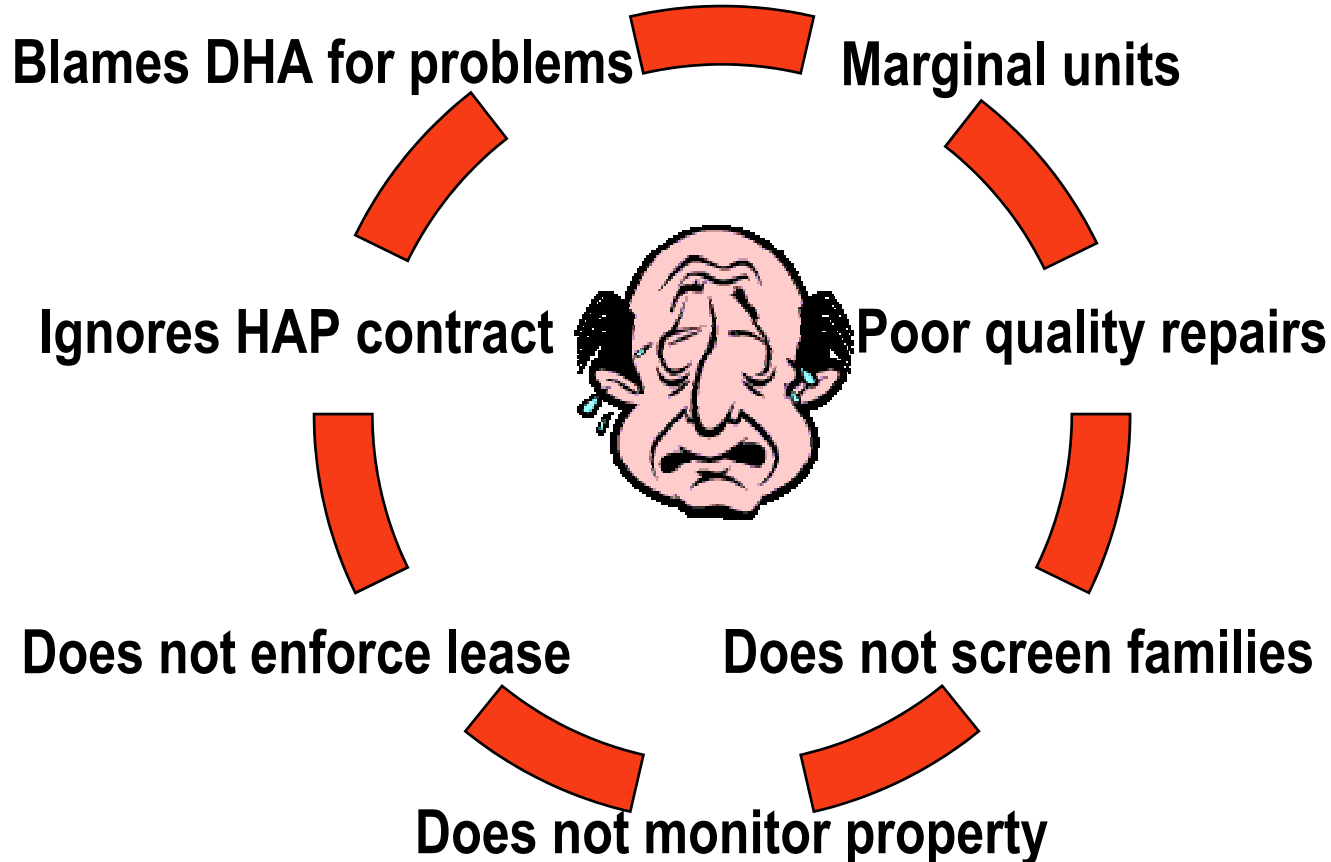


Roles & Responsibilities-Owner

- Comply with the Housing Assistance Payment (HAP) Contract
- Perform all management & renting functions
- Collect amounts due from family under the lease (rent, security deposit)
- Pay for owner-supplied utilities and services.
- Perform all normal wear & tear maintenance
- Comply with equal opportunity & fair housing requirements.

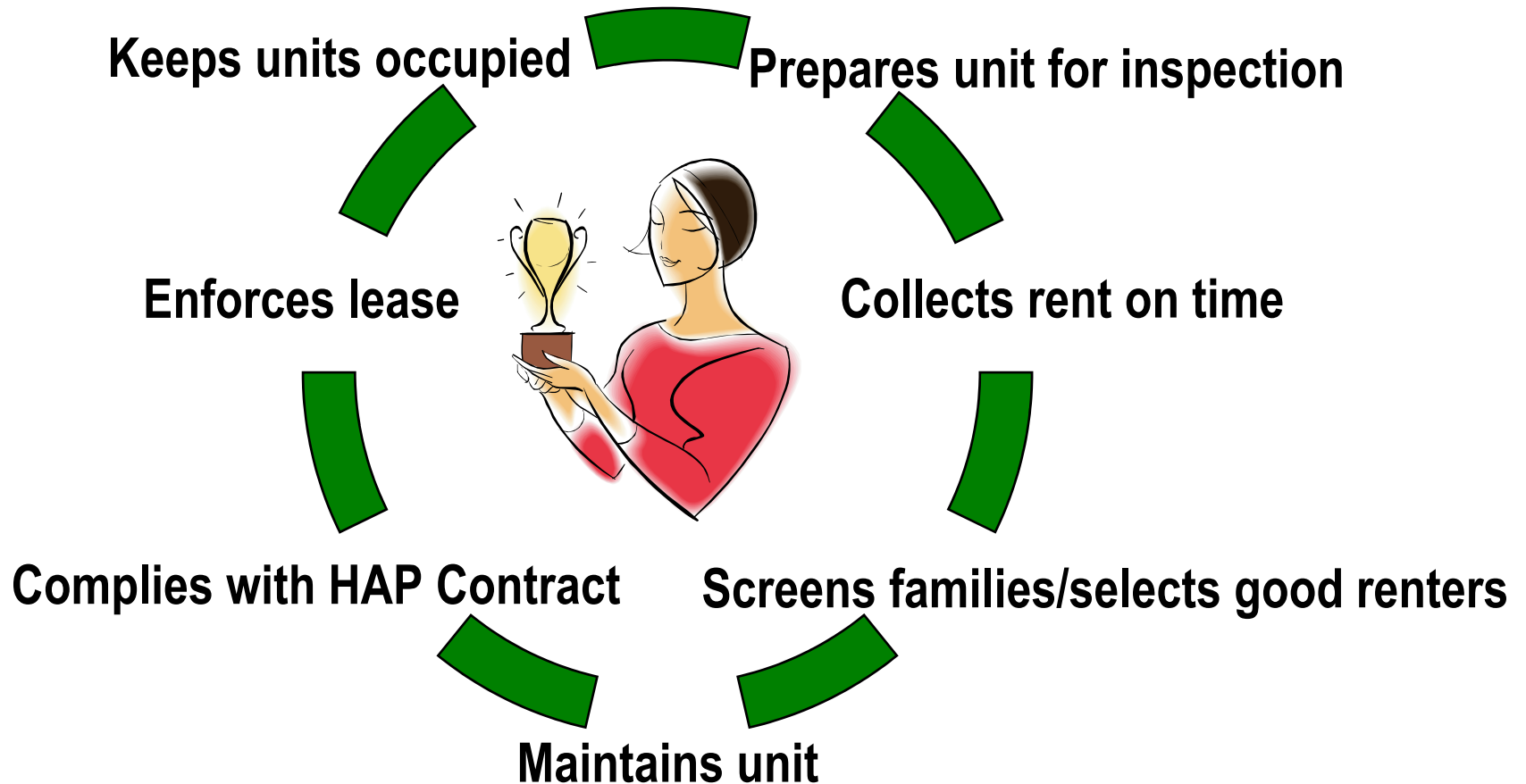


Owner's Circle of Doom





Owner's Winning Circle



Selecting A Family For Your Unit.



- Screening the Family
 - Credit Reports
 - Police Reports
 - Current & Previous Landlords
- Questions to Ask Previous Landlords
 - Has the rent been paid on time?
 - Are there reports of disturbances from neighbors?
 - Has the unit been properly maintained (inside & outside)?
 - Would you rent to them again?



Selecting a Family cont...

- Home Visits

In some cases owners have found it useful to drive-by the applicant's current residence to see what it looks like.

Some owners will require a "home visit" before agreeing to rent their unit to a prospective tenant.

- Other Suggestions?



Lease Agreements

- Owners/Agents need a good lease agreement.

The lease must be legal in NC and meet HCV guidelines

- Name of owner & tenant
- Address of the unit
- Term of lease
- Renewal Terms
- Monthly Rent
- Specifies who provides utilities and appliances



Lease Agreements Cont...

Other Provisions to consider:

- Pets
- Late Fees (NC General Statute-owner may charge the greater of \$15.00 or 5% of the participant's portion of rent)
- Notice period for entering unit

Lease Agreement cont'd...

- Security Deposits
- Prevailing market
- Cannot exceed 2 months rent for a 1 year lease
- DHA does not determine when paid, to whom its paid & when its refunded.
- Some owners collect a “good faith” portion of a deposit when they complete the RFTA



Rent Reasonableness & Inspections





Rent Reasonableness of Unit

- Must be completed at new move-in & for any requested rent increase.
- Compare assisted unit to other similar “Market Rate” units in the same geographical area

Rent Reasonableness Cont'd...

- Comparability system takes into consideration the following:



- Location
- Size
- Type
- Quality
- Age of Unit
- Amenities
- Housing Services
- Maintenance
- Utilities supplied by owner



Initial & Transfer Inspections

- The unit must be inspected by a HCV Inspector & pass prior to occupancy by a new applicant or transferring participant.
- For in-place rentals, HAP will not begin until the unit is inspected and passes a Housing Quality Standards (HQS) inspection. A new lease is also required.

Preparing the Unit for Inspections

- Common Fail Conditions



- Non-functional smoke detectors
- Missing or cracked electrical outlet covers
- Railings not present where required
- Peeling exterior & interior paint
- Tripping Hazards caused by permanently installed floor coverings.

Preparing the Unit for Inspection Cont'd...

- Common Fail Conditions



- Cracked or broken window panes
- Inoperable burners on stoves or inoperable range hoods
- Missing burner control knobs
- Leaking faucets or plumbing
- Inoperable bathroom fans/no ventilation.
- No temperature/pressure relief valve on water heaters

Is Your Unit Ready for Inspections?



- **All utilities must be turned on and working**
- **Water heater properly installed**
- **Plumbing is leak free**
- **Heating system and AC properly installed and working**
- **No exposed wires or open electrical panels**
- **Pilot lights on and in working order**

Do You Own This Property?



Do You Own This Property?



Do You Own This Property?



Initial & Transfer Inspections

Cont'd...

- No payments shall be made to the owner/agent without a passed HQS Inspection.
- The payments begin on the day the unit passed inspection or the initial date of the lease agreement, whichever occurs later.
- Initial & transfer inspections are only good for 30 days from the passed date.
- Unit must also be determined Rent Reasonable.



Initial & Transfer Inspections

Cont'd...

- Owner completes the RFTA package & submits to DHA.
- RFTA is reviewed by Inspection Clerk for completeness and appt. is scheduled.
- HCV Specialist completes the rent computation based on rental amount & utility/appliance responsibilities as indicated on RFTA.
- Family cannot pay over 40% of adjusted monthly income toward rent & utilities.

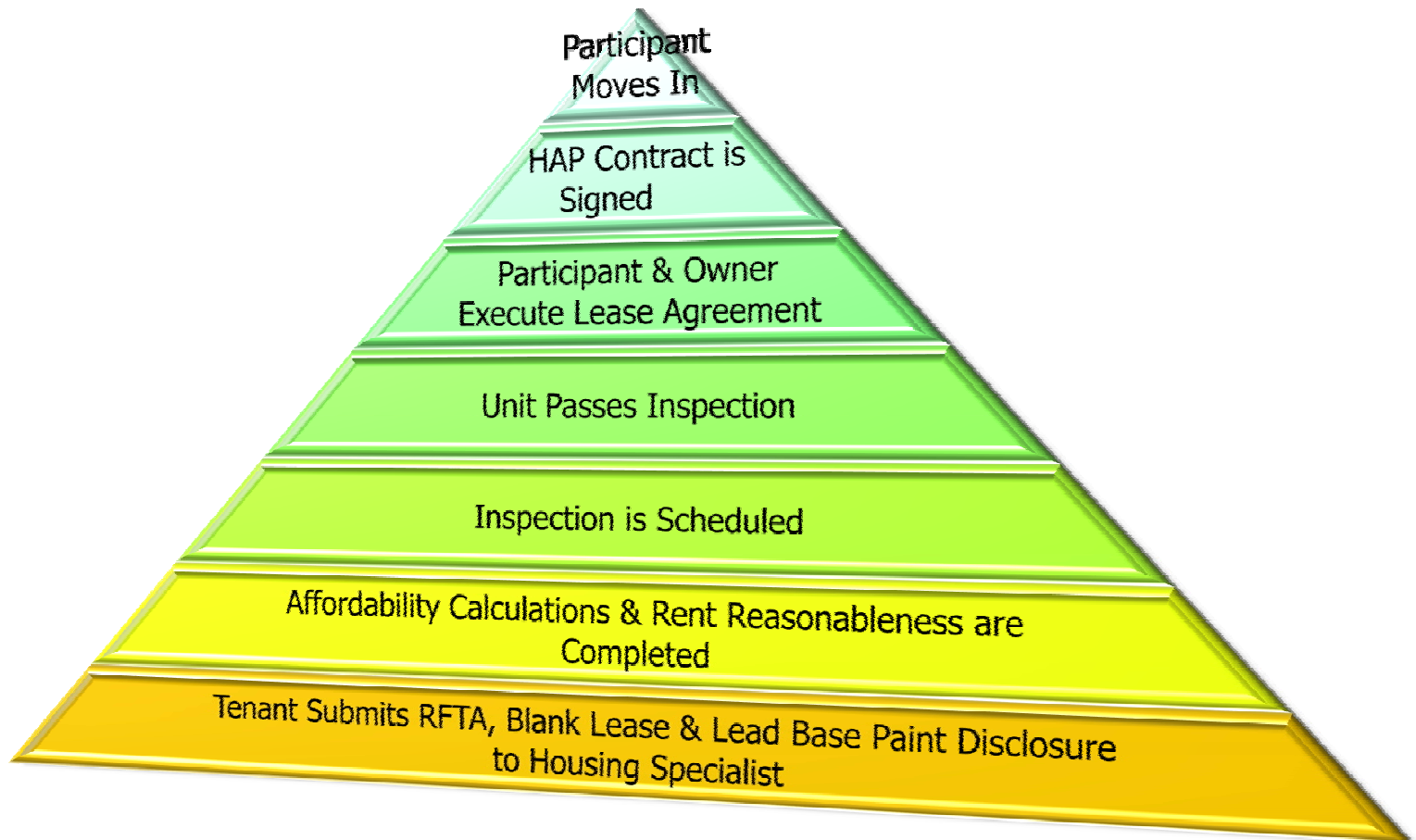
Initial & Transfer Inspections

Cont'd...

- Inspections Clerk send letter to confirm appt.
- Inspector meets owner/agent at unit & inspects unit at appointed time.
- Inspector will request picture identification
- Unit passes inspection, notice will be mailed to owner and prospective tenant
- If unit fails inspection, notice will be mailed w/in 24 hrs.



Initial Lease Up Process



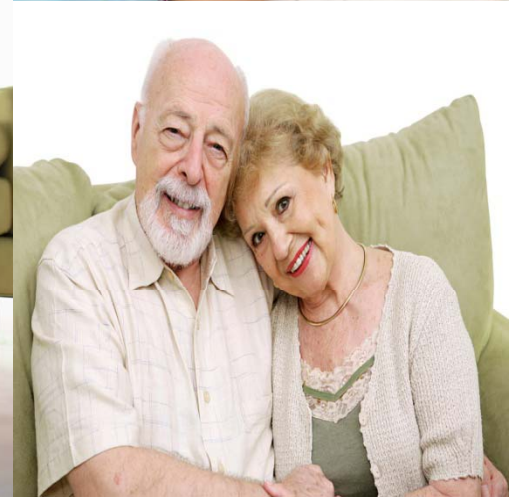
DHA Will Continue HAP Payments as Long as...

- The unit meets HQS
- The participant is eligible for assistance
- The participant resides in the unit.
- The owner is in compliance with the HAP Contract.





Roles Of the Family





Roles & Responsibilities-Family

- Enter into an agreement with DHA by signing Housing Choice Voucher
- Find a suitable unit
- Provide income & family information needed to verify & certify eligibility for annual & interim recertifications.
- Allow DHA to inspect the unit.
- Enter lease agreement & lease addendum with owner.



Roles & Responsibilities-Family

- Adhere to all lease & lease addendum requirements, including paying family portion of rent.
- Abide by all Family Obligations under the HCV program.
- Pay rent on time in accordance with the lease agreement



Role & Responsibilities-Family

- Responsible for damages to the unit and premises that are caused by any family member or guest.
- Take care of the interior and exterior of the unit.

Direct Deposit





Advantages of Direct Deposit

- Saves you trips to your financial institution.
- Saves you time in depositing checks
- Eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster-reducing the possibility of overdrafts.
- Your money is deposited even if you are away on business



How Does Direct Deposit Work?

- Each month you will download a statement showing the name, address & amount of payment for each of your tenants. Your money will be already deposited into your account. The amount of the deposit will appear on your bank statement. HAP will be automatically deposited the first business day of the month.



Helpful Links

- www.durhamhousingauthority.org
- www.hud.gov
- www.gosection8.com
- www.socialserve.com
- www.co.durham.nc.us
- www.ci.durham.nc.us



- Listing your property on GoSection8 is simple, quick and FREE!
- GoSection8 also offers optional premium services to help you be proactive in finding participants and renting your properties faster.

How Does GOsection8.com Work?



- GOsection8.com provides property rental listings directly to Public Housing Authorities. Their listings are passed out to thousands of "walk-in" tenants seeking Section 8 rental housing daily. Additionally, GOsection8.com maximizes rental listing exposure by allowing properties to be viewed online.
- [List your rental for FREE](#)
- [Locate a Tenant Now](#)
- [Send me new listings](#)
- [Frequently Asked Questions](#)

Questions & Answer





Thank you



- This presentation is a service provided by the DHA – HCVP. Should any questions or concerns arise, please feel free to contact us at:
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